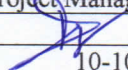
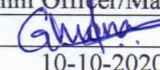


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Silver oak villas LLP	Date:	10-10-2020	
Site:	Silver Oak Villas	Prepared by:	G.Mona	
Report From / To	02-10-2020 to 10-10-2020 (fri to sat)	Approved by:	K. Purshotham	
Report Date	10-10-2020			
List of requisitions numbers missing in the report*:				
List of requisitions where PO/WO not prepared 3 working days after requisition:				
Req No.	Req Date	Serial no of item in Req.	Item Description	Reason for not preparing PO/WO#
155949	27-08-20	1 to 4	Linoleum flooring and deser beige&milky blue flooring tiles	
155967	02-09-2020	3	Gas Burners& Cylinders	
155970	02-09-2020	1	Music box for club house	
155998	17-09-2020	1	LED TV	
155999	14-09-2020	1 to 6	Wheel Chair & First Aid Material	
156001	17-09-2020	1 to 4	Sofa set & Dining for 992 B flat	
156002	17-09-2020	1 to 18	Clubhouse Gym Equipment	
156024	24-09-2020	1 to 7	Curtain rods	
156035	29-09-2020	1 to 5	Kids play items for Totlot-5	
List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:				
Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion with supplier
155969	02-09-2020	1	Pool Table pending	Supplier deliver by Tuesday
155980	07-09-2020	1 to 3	SIM Based TP link router	Present no stock at SLLP Supplier delivery by Next week
155978	04-09-2020	5	Waste coupling pending	Present no stock at SLLP Supplier delivery by Tuesday
155984	07-09-2020	1	Kerbee Sheets	Supplier deliver by Monday
155989	10-09-2020	10,20	FP Isolator and 16Amp Modular Switch pending	Present no stock at SLLP Supplier delivery by Tuesday
156010	22-09-2020	1	Clamshell cards	Supplier deliver by Monday
156016	23-09-2020	11 & 15	Extension Nipple 15 No's & waste coupling 05 No's pending	Present no stock at SLLP Supplier delivery by Tuesday
156019	23-09-2020	2	Wash Basin 04 Nos pending	Present no stock at SLLP Supplier will deliver by Wednesday
156027	25-09-2020	4	GI Nipple 06 Nos pending	Supplier deliver by Tuesday
156036	30-09-2020	1	Flat irrigation pipe	Supplier deliver by Tuesday
156043	05-10-2020	4	1/18 black 17 Nos pending	Present no stock at SLLP Supplier will deliver by Wednesday
No. of gate passes issued this week:		04	From No.	1247 To No. 1250
Delivery van site visit on:		05-10-2020 (SOV), 06-10-2020 (SOV), 07-10-2020 (SOV), 08-10-2020 (SOV)		
In 16. ward report (MRN/other) & stock report emailed in pdf format to purchase?				☒ Yes / No
Items not ordered but received:		Nil		

DC register Sl. No. during the week	From No.	13363	To No.	13396
Items sent to HO /vendor that are pending for repair:				
Other corrections & remarks:				
Details	Project Manager	Admin Officer/Manager	Admin Audit	
Sign				
Date	10-10-20	10-10-2020		

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajkumam@modiproperties.com on every Saturday. 3. Admin offices shall not leave the site without completing this report. 4. Ensure that inward numbers are written on the Requisitions, clearly showing the items not received on a daily basis. 5. Mention PO & MRN no. on DC s / bills. 6. Report to be signed by Admin manager & Project manager at site and filed at site. 7. #Suggested remarks - For technical details from site, For negotiations/quotations, Local purchase, For MD s approval/input, 8. \$ Suggested remarks - Ready with supplier, Supplier not contacted, Supplier not reachable, Material in transit, WO - under fabrication, WO - material for fabrication not received, WO - material received fabrication not started, Delivery van delay, Delay by purchase assistant, Supplier arranging for material, 9. Purchase to send reply to this report within one week. 10. Follow up for WO is the responsibility of engineers at site - purchase to write 'NA' in reply to this report. 11. Admin officers/managers must call all suppliers on a daily basis for follow-up - DO NOT CALL PURCHASE!